



Alameda Contra Costa Transit District Classification Specification

SR 22-453, Att.2.

District Secretary

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
030	Exempt	EE04-Officials/Administrators	Unrepresented	Individual Contract	02/01/1989	N/A

DEFINITION: Under direction and jurisdiction of the Board of Directors, and working with the General Manager and Executive Staff, acts as the Secretary of the District and Secretary for meetings of the Board of Directors and related Committees; and maintains books, records, papers of proceedings of the Board and Committees of the Board.

DISTINGUISHING CHARACTERISTICS: This position is contractual and serves at the pleasure of the Board of Directors.

REPORTS TO: The Board of Directors, or designees.

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

- Organizes and prepares items of business, documents, agendas, and supporting materials for meetings of the Board of Directors and Committees of the Board, in consultation with the Board of Directors, the General Manager, and the General Counsel.
- Prepares and distributes minutes of the Board; prepares official Board correspondence under direction of the Board.
- Provides certified copies of resolutions, issues nomination papers, and certifies nominees to County election officials regarding elections of Board of Directors; and is responsible for, and provides follow-up for related election matters.
- Responsible for Conflict of Interest Statements for Board of Directors and all District employees, including notification of deadlines and requirements for filing.
- Provides staff support to the Board; researches information as instructed, analyzes alternatives, makes recommendations; and prepares reports, procedures, and other written materials.
- Supervises, preserves, and maintains Board files, records, valuable papers, and documents.
- Supervises a small office support staff.
- Maintains records of status and follows up on unfinished business of the Board and Committees of the Board; keeps Board members and the General Manager advised of current status.
- Develops and maintains annual calendar of major Board activities.
- Provides District related mail service to Board of Directors; maintains files and provides information to District staff on mailings.
- Attends all Board, Committee, and Executive Staff meetings.
- Coordinates District related travel requirements for the Directors.
- Assists other departments in researching past Board actions, retrieving documents and interfacing with Board and other departments.
- Accepts and responds to comments, inquiries, and requests for public information pertaining to the Board; and refers inquiries to Board members as appropriate.
- Opens bids on behalf of the District.
- Maintains records regarding Director's attendance at Board and Committee meetings for compensation purposes and expense reports.
- Maintains files on written correspondence to and from Directors.
- Prepares the Board of Directors' and District Secretary's budget and status to the Board.
- Prepares documentation regarding District reapportionment.
- Maintains, updates and makes recommendations regarding Board policies and procedures.
- Performs swearing-in ceremony for new Board members; coordinates the General Manager orientation of new Board members.
- May represent the Board at specified District events.
- Performs other duties as assigned, and as determined by the Board.



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- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Basic principles and practices of public administration; supervisory principles and practices, including planning, coordinating, directing and reviewing the work of others; records management principles and practices; personal computers and software for word processing, spreadsheets and other currently required programs at the intermediate level of proficiency; and the role and function of an elected Commission or Council.

Ability to: Organize work, set priorities, coordinate multiple projects, follow-up work and meet critical deadlines; plan, coordinate, and direct the work of others; provide varied staff support, balancing the needs of the Board and the District; research various materials, evaluate alternatives and make sound recommendations; interpret, apply, and explain policies, procedures, rules and ordinances; maintain confidentiality and neutrality in the work setting; exercise sound independent judgment within established policy guidelines; maintain accurate records and files; prepare clear, concise, accurate, and effective minutes, correspondence, reports and other written materials; establish and maintain effective working relationships with the Board, District staff at all levels, representatives of other agencies and organizations, and the public using principles of good customer service.

Education: Equivalent to a Bachelor's degree from an accredited college or university. Additional administrative support experience above the minimum may be substituted for the required education on a year-for-year basis

Experience: Three (3) years of increasingly responsible administrative support experience.

License/Certification:

Special Requirements: (1) Must be able to attend meetings outside regular business hours as required. (2) Must be able to travel to locations within the District on a regular basis, and outside the District on an occasional basis.

Physical Requirements: (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment. Must maintain the physical mobility necessary to transport oneself to various locations around the District.

Desirable Qualifications: Experience in a public agency setting, working with an elected Board, Commission and/or Council, and working in a large organization is desirable. Knowledge of applicable laws and regulations, including the Brown Act and Conflict of Interest and Right to Know Laws is desirable.

Established Date: 02/01/1989 (Res. # N/A)

Revision Date: 08/27/2003 (Res.# N/A) Reformatted only.

Revision Date: 08/10/2022